

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, March 10, 2014 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; and Beatriz Sosa, Member. ALSO PRESENT: William Grodnick, City Attorney and Joaquin Martinez-Arrazola, Assistant Human Resources Director. ABSENT: Zoraya Pena, Member; Melissa Negron, Human Resources Director.

AGENDA

1. Request to approve the minutes of the February 2014 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received February 2014.

- | | |
|------------------------|-------------------------------|
| 1. Marietta Borges | Fire Department |
| 2. Frederick Marinelli | Grants & Human Services |
| 3. Edward Acosta | Parks & Recreation Department |
| 4. Felipe Fernandez | Police Department |
| 5. Jay Rosenfeld | Police Department |

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for February 2014.

SO NOTED with the recommendation that the employees' social security numbers are not indicated on future reports.

4. Report of Civil Service **Appointments** for February 2014.

SO NOTED.

5. Report of Civil Service **Resignations** for February 2014.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for February 2014.

- | | |
|-------------------|-----------------------|
| 1. Carmen Roldan | Community Development |
| 2. Venessa Flores | Fire Department |
| 3. Thomas Cedre | Police Department |
| 4. Carlos Guevara | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for February 2014. NONE
SO NOTED.

8. Request to certify the eligibility for **Police Chief.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

9. Request to conduct a civil service examination for the position of **Administrative Aide to Department/Division - (Maricarmen Lopez)** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. (No eligibility list on file.)

Confidential - Range 28 - \$1056 - \$2127 Bi-weekly

APPROVED recommended revision to the job descriptions. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

10. Request to conduct a civil service examination for the position of **City Clerk (Marbelys L. Fatjo)** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description, eligibility list and resume are attached.

Management

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

11. Request to conduct a civil service examination for the position of **Director of Construction & Maintenance (Vicente Rodriguez)** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **renamed/revised** job description, eligibility list and resume are attached.

Management

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

12. Request to rescind the exam request approved on the May 6, 2013 and to conduct a Civil Service examination for the **Program Specialist III – Education** position with the following criteria:

- a. In-house, **non-competitive**
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 51 - \$1269 - \$2587 Bi-weekly

APPROVED as non-competitive examination for Quentin Webb. Mr. Webb to provide resume by the next scheduled Personnel Board meeting. Motion by Mr. Alvarez. Second by Ms. Sosa. Passed by unanimous vote.

13. Request to approve the job description for the **revised** position of **Property Supervisor**.

Copy of **revised** job description is attached.

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

14. Request to hear **Ricardo Fernandez' Appeal** of Written Reprimand dated February 7, 2014.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

Uphold Ricardo Fernandez' Appeal and Rescind Written Reprimand dated February 7, 2014.

APPROVED. Motion by Mr. Alvarez. Second by Ms. Sosa. Passed by unanimous vote.

Mr. Brenden Coyle, Police Benevolent Association (PBA) attorney was present to represent Mr. Ricardo Fernandez. Also present was Ms. Lorena Bravo, Assistant City Attorney representing the City of Hialeah's position in reference to Mr. Fernandez' written reprimand (hand-outs were provided to the Personnel Board members). In addition, Chief of Police, Sergio Velazquez, addressed the Personnel Board regarding this matter.

- 14a. Request to hear **Unfinished Business**.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

Ms. Sosa requested status on the Local Business Tax Department position of Community Development Representative and the employees that are on the current eligibility list. A request to abolish this list was denied by the Personnel Board at the December 2, 2013 meeting.

Mr. Eric Johnson addressed the Personnel Board requested an opinion regarding interpretation of the term of "temporary employee" as per the Civil Service Rules and Regulations.

Personnel Board requested the number of temporary employees at the City of Hialeah.

15a. Request to merge current eligibility list dated January 18, 2008 and conduct a civil service examination for the **Special Events Coordinator** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 51 - \$1269 - \$2587 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Ms. Sosa. Passed by unanimous vote. (This item was heard out of sequence. It was heard after Item 12.)

15a. Request to hear **New Business**. None

NEXT PERSONNEL BOARD MEETING: "April 7, 2014"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.